

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
4173 39th Street, Port Arthur, Texas
November 1, 2010**

I. CALL TO ORDER

The Board of Directors of the City of Port Arthur Section 4A Economic Development Corporation met in a Regular Meeting on Monday, November 1, 2010. The meeting was called to order at 6:08 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Carolyn Guillory, Kaprina Frank, Richard Wycoff, Keith Daws, and Eli Roberts.

The invocation was given by Keith Daws.

The Pledge of Allegiance followed the Invocation

III. MINUTES

October 18, 2010

A motion was made by Keith Daws and seconded by Eli Roberts to approve the minutes of October 18, 2010 with a correction to Consent Item # 3 as Keith Daws pointed out that he had recused himself from action and consideration on this item. The vote was unanimous. Motion passed.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

1. Mc-O Construction – Mr. Wyman Ogden
Representatives from Mc-O Construction were unable to be present at the meeting. No presentation was given.

B. COMMUNICATIONS

None

C. SPEAKERS

None

V. UNFINISHED BUSINESS

1. To discuss and consider a Memorandum regarding the Fiscal Year 2010-2011 Budget.

- a. PAEDC Newsletter
- b. Highway 73 Business Park Sign
- c. National Development Council Technical Services
- d. City of Port Arthur Revolving Loan Fund

No action was taken on this item. The Board instructed staff to come back with a recommendation.

VI. CONSENT AGENDA ITEMS

- 1. To discuss and consider invoices from Germer Gertz, L.L.P. for professional services rendered through September 30, 2010.

Invoice #	Amount:	Pertaining to:
393870	\$1,777.50	Abraham Mfg., Inc. Debtor
393992	\$4,073.13	PAEDC
393993	\$100.00	Spur 93 Business Park
393994	\$2,596.44	SETX Clearwater Environmental, L.L.C.
393995	\$250.00	Mc-OO, Inc. / Mc-O Construction
393996	\$140.00	Abraham Mfg., Inc.
393997	\$60.00	Reliable Polymer Services, LP
393998	\$920.00	Clay Development & Construction, Inc.
393999	\$2,160.00	MPW Industrial Services Group, Inc.
Total:	\$12,077.07	

- 2. To discuss and consider an invoice in the amount of \$6,000 from the National Development Council for technical assistance rendered for the period: October 1 – 31, 2010.
- 3. To discuss and consider approving payment of Monthly Estimate No. 5 in the amount of \$127,009.11 to Excavators & Constructors, Ltd. for the Water, Sanitary Sewer, Paving and Drainage Facilities for the Port Arthur Business Park – Phase II, Contract 3.
- 4. To discuss and consider invoices from Affordable Lawn Care for services rendered for the month of October 2010.

Invoice #	Amount:	Pertaining to:
017	\$2,833.33	Lawn Maintenance of Spur 93 Business Park
018	\$800.00	Lawn Maintenance of Hwy. 73 Business Park
Total:	\$3,633.33	

A motion was made by Keith Daws and seconded by Eli Roberts to approve Consent Items 1 -4 in one motion. The vote was unanimous. Motion carried.

- 5. To discuss and consider the release of a lien on Abraham Manufacturing. **A motion was made by Keith Daws and seconded by Eli Roberts to approve Consent Item 5. The vote was unanimous. Motion carried.**

VII. NON-CONSENT AGENDA ITEMS

1. To discuss and consider approving Board of Directors Economic Development Implementation Plan for 2011-2015.
A motion was made by Eli Roberts and seconded by Kaprina Frank to approve the 2011-2015 PAEDC Implementation Plan. The vote was unanimous. Motion carried.
2. To discuss DRAFT of PAEDC Annual Report to City Council prepared by staff.
A motion was made by Eli Roberts and seconded by Kaprina Frank to table this item until it has been reviewed by the Board. The vote was unanimous. Motion carried.
3. To discuss and consider an amendment to the First Source Employment Agreement.
A motion was made by Eli Roberts and seconded by Kaprina Frank to table this item. The vote was unanimous. Motion carried.
4. To discuss and consider awarding of a bid for completion of the Phase II road construction in the Spur 93 Business Park.
A motion was made by Keith Daws and seconded by Kaprina Frank to approve award of the bid to Excavators & Constructors, Ltd. The vote was unanimous. Motion carried.
5. To discuss and consider approval of an application to the Operation Downtown program.
A motion was made by Keith Daws and seconded by Eli Roberts to approve a conditional grant in the amount of \$34,400.41 to Kilgore Construction through the Operation Downtown Program. The vote was unanimous. Motion carried.
6. To discuss and consider administration of Pre-Assessments for opportunities for 4A industrial jobs.
A motion was made by Keith Daws and seconded by Kaprina Frank to approve allocation of \$45,150.00 for the administration of pre-assessments. The vote was unanimous. Motion carried.
7. To discuss and consider an amendment to the Economic Incentive Agreement with MPW Water Management Services.
A motion was made by Keith Daws and seconded by Kaprina Frank to table this item. The vote was unanimous. Motion carried.

VIII. REPORTS

1. PAEDC Follow-up on Business Retention & Expansion Program
Mrs. Vaughn presented the Board with a report on the current issues industry and local businesses are faced with as well as measures being taken by the PAEDC to assist with those issues.

2. Regional Economic Development Initiative (REDI)
The Board was given a report prepared by Mike Barnes Group for REDI on the challenges as well as strengths of the community.
3. PAEDC services rendered by the National Development Council (NDC)
The Board was presented with a report prepared by NDC as to the services they have provided to the EDC
4. Grass cutting of the Highway 73 Business Park
Mr. Batiste gave an update as to the status of the bid for a contract of cutting of the Hwy. 73 Business Park. He stated purchasing is currently working on placing a bid advertisement out for the contract.
5. Update on 501 Procter Street
Mr. Batiste reported that there are minor legal issues that the current owner has to take care of before the property is sold. These are being worked on so that the purchase can be made.
6. PAEDC Monthly Financials
Ms. Staley gave an update as to the EDC financials.
7. Economic Development Week 2010
A reminder was given to the Board of the Economic Development Week and the Banquet to be held on November 4th.
8. Environmental Protection Agency (EPA) Summit
Mr. Batiste informed the Board that the EPA has named Port Arthur as one of ten showcase cities. They along with other federal agencies will be visiting the city on Nov. 8th and 9th.

IX. CLOSED SESSION (EXECUTIVE SESSION)

1. **Section 551.071 Government Code** – To discuss with Attorney Guy Goodson pending and potential litigation.
 - a. Mc-O Construction
 - b. SETX Clearwater
2. **Section 551.072 Government Code** – To deliberate the purchase, exchange, lease, or value of real property.
3. **Section 551.074 Government Code** – To discuss personnel matters of Port Arthur Section 4A Economic Development Corporation.
 - a. CEO Evaluation
4. **Section 551.087 Government Code** – To discuss Incentives for EDC Prospects.
 - a. MPW Industrial Services

The Board retired to executive session at 7:36 p.m. to discuss the above mentioned items, and reconvened at 8:08 p.m.

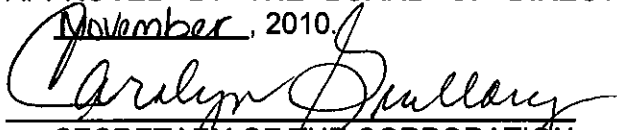
X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

None

XI. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Keith Daws and seconded by Kaprina Frank. It was adopted unanimously. The meeting was adjourned at 8:11 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 15th DAY OF
November, 2010.


SECRETARY OF THE CORPORATION